IPEDS Web-Based Data Collection, Winter 2004-2005
Cross-Survey Edit Specifications for
Employees by Assigned Position, Salaries, and Fall Staff

- General Notes

- If a survey needs to be unlocked so that a change can be made to survey data, please contact the IPEDS Help Desk by telephone at their toll free number (1-877-225-2568) or by e-mail at ipedshelp@rti.org.

- Refer to Appendix A of the import specifications for Employees by Assigned Position, Salaries, and Fall Staff for line numbers referenced in these cross-survey narrative edits.

- Cross-survey edits will run once any **one** of the following surveys are "Clean" or better **AND** the "Perform edit" option has been selected for another survey:
  - **Employees by Assigned Position (EAP)**
  - **Salaries**
  - **Fall Staff**
    Long version - degree-granting institutions and system offices that have 15 or more full-time employees.
    Short version - nondegree-granting institutions that have 15 or more full-time employees.

  (Example: If data are entered and clean for an EAP survey, the cross-survey edits will run once data are entered for a second survey and the "Perform edit" option has been selected for the second survey (Salaries or Fall Staff).)

- The order in which surveys are entered does not affect the cross-survey edits.

- EAP versus Salaries

The number of employees reported in the EAP, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service should agree with the total number of full-time instructional faculty (men and women) who work any of the applicable contract lengths/teaching periods (less than 9 months per year; 9 or 10 months per year; and/or 11 or 12 months per year) as reported in Salaries. If there is more than a 10 percent difference between the number of employees reported in EAP and Salaries for the same primary functions/occupational activities, an explanation will be required.

- EAP versus Fall Staff (long version)

- **Full-time employees** - The total number of full-time employees reported for each primary function/occupational activity in EAP (non-medical and/or medical school) should agree with the total number of full-time employees (men and women) reported for each primary function/occupational activity in Fall Staff (long version), Part A (full-time faculty - instruction/research/public service) **and** Part B (all other full-time employees). However, there are a few cases where the data might not match exactly. For example, Fall Staff (long version), Part A, full-time faculty (instruction/research/public service) should

agree with the sum of faculty reported in EAP as full-time (non-medical and/or medical school) for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service. However, an institution may have a full-time researcher who is not considered faculty and is therefore reported in EAP as Primarily research and in Fall Staff as Other professional (support/service). If there is more than a 10 percent difference between the number of full-time employees reported in EAP and the number of full-time employees reported in Fall Staff (long version) for all corresponding primary functions/occupational activities EXCEPT Faculty and Other Professionals (support/service), an explanation will be required.

The sum of full-time faculty reported for Fall Staff, Part A (or Part F), must fall between:

the sum of full-time faculty reported for lines 1 through 4 and columns 1 through 3 of EAP AND the sum of full-time faculty reported for lines 1 through 4 and columns 1 through 4 of EAP
--- OR ---

equal to one of the previously-mentioned EAP totals; otherwise, a fatal edit will occur.

The sum of full-time Other Professionals (support/service) reported for Fall Staff, Part B, must fall between:

the number of full-time Other Professionals (support/service) (line 6, column 4) of EAP AND the sum of full-time Other Professionals (support/service) (line 6, column 4) PLUS lines 3 and 4, column 4, of EAP;

--- OR ---

equal to one of the previously-mentioned EAP totals; otherwise, a fatal edit will occur.

o **Part-time employees** - The cross-survey edit specifications for part-time employees reported in EAP versus part-time employees reported in Fall Staff (long version) follow the pattern mentioned above for full-time employees.

- EAP versus Fall Staff (short version)

o **Full-time employees** - The total number of full-time employees reported for each primary function/occupational activity in EAP (non-medical and/or medical school) should agree with the total number of full-time employees (men and women) reported for each primary function/occupational activity in Fall Staff (short version), Part A (full-time employees). However, there are a few cases where the data might not match exactly. For example, Fall Staff (short version), Part A, full-time faculty (instruction/research/public service) should agree with the sum of faculty reported in EAP as full-time (non-medical and/or medical school) for the following four categories: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service. However, an institution may have a full-time researcher who is not considered faculty and is therefore reported in EAP as

Primarily research and in Fall Staff as Other professional (support/service). If there is more than a 10 percent difference between the number of full-time employees reported in EAP and the number of full-time employees reported in Fall Staff (short version) for all corresponding primary functions/occupational activities EXCEPT Faculty and Other Professionals (support/service), an explanation will be required.

The sum of full-time faculty reported for Fall Staff, Part A, must fall between:

the sum of full-time faculty reported for lines 1 through 4 and columns 1 through 3 of EAP AND the sum of full-time faculty reported for lines 1 through 4 and columns 1 through 4 of EAP
--- OR ---

equal to one of the previously-mentioned EAP totals; otherwise, a fatal edit will occur.

The sum of full-time Other Professionals (support/service) reported for Fall Staff, Part A, must fall between:

the number of full-time Other Professionals (support/service) (line 6, column 4) of EAP AND the sum of full-time Other Professionals (support/service) (line 6, column 4) PLUS lines 3 and 4, column 4, of EAP;

--- OR ---

equal to one of the previously-mentioned EAP totals; otherwise, a fatal edit will occur.

○ **Part-time employees** - The cross-survey edit specifications for part-time employees reported in EAP versus part-time employees reported in Fall Staff (short version) follow the pattern mentioned above for full-time employees.

- Salaries versus Fall Staff (long and short versions)

There is no direct relationship between Salaries and Fall Staff other than the number of full-time faculty reported in the Fall Staff component should be greater than or equal to the number of full-time instructional faculty reported in the Salaries component.